



JAWAHARLAL NEHRU ARCHITECTURE AND FINE ARTS UNIVERSITY
Mahaveer Marg, Masab Tank, Hyderabad, Telangana, India - 500 028.

University Circular No.: C/020/CAS Promotions/ 2025

dt: 13.02.2025

**APPLICATION FORM FOR PROMOTION UNDER CAREER ADVANCEMENT SCHEME IN THE
UGC PAY SCALES -2016**

(Architecture Disciplines)

(In accordance with G.O. Ms. No. 14, Higher Education (U.E.II-I) Dept., dt: -20-02-2010 and UGC letter No. F.9-1/2010(PS/MISC)Pt. Vol-II, dt. 20.06.2024).

Last Date of Receipt of Application along with enclosures on 07.03.2025.

Section – A: GENERAL

S. No		
1.	Name and Designation of the Faculty	
2.	Name of the Department/Centre of University/College	
3.	Name of the University/College with Communication address	
4.	Communication Address/Email/Telephone/Mobile of the faculty	
5.	YEAR OF PERFORMANCE APPRAISAL	

Section – B:

CATEGORY I: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

Category I	Nature of Activity	Assistant Professor		Associate Professor		Professor		* Proof document No.	S.E.C Score
		Max. Score per academic year	Actual Score per academic year	Max. Score per academic year	Actual Score per academic year	Max. Score per academic year	Actual Score per academic year		
a.	Direct Teaching	70	Actual hours spent per academic year ÷7.5	60	Actual hours spent per academic year ÷7.75	60	Actual hours spent per academic year ÷7.75		
b.	Examination duties as per allotment - i. Question paper setting - 0.5 for each ii. Invigilation – 0.5 for each iii. Evaluation of answer scripts- 1.0 for each	20		20		10			

c.	Innovative Teaching : i. Learning methodologies 2.5 for each ii. Updating of subject contents or courses/- 2.5 for each iii. Mentoring – 2.5 for each Note: ▪ PPT and other teaching aids not considered for the score.	10		15		20			
Total Score									

Note :

- Annual performance appraisal reports from Head of the Institution are mandatory for Assistant professor (senior scale), Assistant professor (selection grade), Associate Professor and Professor Promotions.
 - In case of Category I c – Innovative Teaching - Endorsement of HOD is required (Principal shall endorse in case the applicant is HOD).
 - S.E.C Score : Screening cum Evaluation Committee Score
- * Numbered proof document shall be enclosed as annexure.

CATEGORY II: PROFESSIONAL DEVELOPMENT, CO-CURRICULAR AND EXTENSION ACTIVITIES

Category II	Nature of Activity	Assistant Professor		Associate Professor		Professor		*Proof document No.	S.E.C Score
		Max. Score per academic year	Actual Score per academic year	Max. Score per academic year	Actual Score per academic year	Max. Score per academic year	Actual Score per academic year		
a	Professional Development activities i. Participation in National seminars/ International Seminars/ conferences/ workshops (5 each) ii. Short term QIP training courses (5 per week) iii. Industrial experience (5 per 4 weeks) iv. Talks, lectures in refresher / faculty development courses (5 each)	30		30		25			

b	<p>Contribution to corporate life and management of the department and institution through participation in academic and administrative committees and responsibilities.</p> <p>i. Administrative responsibility (including Dean / Principal / Chairperson / Convener / Head of the departments/Coordinator/Teacher-in-charge/similar other duties that require regular office hrs for its discharge)-(2 per activity)</p> <p>ii. Participation in Board of Studies, Academic and Administrative Committees – (1 per activity)</p> <p>iii. Curriculum development for courses offered in University colleges or in institutions under MoU - (1 per activity)</p> <p>iv. Additional examination duties such as flying squad/ observer/external examiner/question paper setting for other universities – (0.5 per activity)</p> <p>v. Membership in professional related committees/professional bodies. (0.5 per membership)</p>	5		10		15			
c	<p>Student related co-curricular, extension and field based activities.</p> <p>i. Discipline related co-curricular activities (e.g. remedial classes, career counseling, study visit, student seminar and other events.)- (0.5 per activity)</p> <p>ii. Other co-curricular activities (Cultural, Sports, NSS, NCC etc.)- (0.5 per activity)</p> <p>iii. Extension and dissemination activities (public /popular lectures/talks/seminars etc.)- (0.5 per activity)</p> <p>iv. Campus development related activities – (1 per activity)</p>	10		5		5			
Total Score									

CATEGORY-III: RESEARCH AND ACADEMIC CONTRIBUTIONS

Category III	Activity	Faculty of Sciences / Engineering / Agriculture / Medical / Veterinary Sciences/Architecture	Maximum score	Actual score	*Proof document No.	S.E.C Score
III (A)	Research Papers published in:	Refereed Journals as notified by the UGC#	25 per Publication			
		Other Reputed Journals as notified by the UGC#	10 per Publication			

III (B)	Publications other than journal articles (books, chapters in books)	Text/Reference, Books Published by International Publishers, with ISBN/ISSN number as approved by the University and posted on its website. The List will be intimated to UGC.	30 per Book for Single Author			
		Subject Books, published by National level publishers, with ISBN/ISSN number or State / Central Govt. Publications as approved by the University and posted on its website. The List will be intimated to UGC.	20 per Book for Single Author			
		Subject Books, published by Other local publishers, with ISBN/ISSN number as approved by the University and posted on its website. The List will be intimated to UGC.	15 per Book for Single Author			
		Chapters in Books, Articles published by National and International level publishers, with ISBN/ISSN number as approved by the University and posted on its website. The List will be intimated to UGC.	International –10 per Chapter National – 5 per Chapter			
III (C) Research Projects						
i.	Sponsored Projects	(a) Major Projects with grants above Rs. 30 lakhs	20 per Project			
		(b) Major Projects with grants above Rs. 5 lakhs up to Rs. 30 lakhs	15 per Project			
		(c) Minor Projects with grants above Rs. 1 lakh up to Rs. 5 lakhs	10 per Project			
ii.	Consultancy Projects	Amount mobilized with a minimum of Rs.10 lakhs	10 for every Rs.10 lakhs and Rs.2 lakhs, respectively			
iii.	Projects Outcome / Outputs	Patent / Technology transfer / Product / Process/Copy rights Major Policy document prepared for international bodies like WHO/UNO/UNESCO/UNICEF etc. Central / State Govt./Local bodies	30 for each International / 20 for each national level output or patent. 20 for each Copy right Major policy document of International bodies - 30 Central Government – 20, State Govt.-10 Local bodies – 5			
III (D) Research Guidance						
i.	UG	Thesis /Project	2 per candidate (max. score of 20)			
ii.	PG	Thesis /Project	5 per candidate (max. score of 20)			
iii.	Ph.D.	Degree awarded / Thesis submitted	15/10 per candidate			
III E Fellowships, Awards and Invited lectures delivered in conferences / seminars						
i.	Fellowships/ Awards	International Award/Fellowship from academic bodies	15 per Award / 15 per Fellowship			

		National Award/Fellowship from academic bodies	10 per Award / 10 per Fellowship			
		State/University level Award from academic bodies	5 Per Award			
ii.	Invited lectures / papers	International	7 per lecture / 5 per paper presented			
		National level	5 per lecture / 3 per paper presented			
		State/University level	3 per lecture / 2 per paper presented			
The score under this sub-category (III E) shall be restricted to 20% of the minimum fixed for Category III for any assessment period						
III(F) Continuing Education Programmes						
	i. Development of e-learning delivery process /material		10 per module			
	ii. Conducting/teaching part time courses		5 per semester			
	iii. Conducting Design workshops		5 per workshop			
	iv. Development of course material / monographs/Reader		5 per course material / monographs			
Total Score						

Note :

- For promotion to the post of Professor : The best three written contributions (research contributions, books, articles, papers in journals) of the teacher (as defined by him/her) may be sent in advance to the experts to review before coming for the selection. The candidate should submit these in three sets with application.

APPENDIX - III TABLE - II (A)

MINIMUM APIS AS PROVIDED IN APPENDIX - III TABLE I TO BE APPLIED FOR THE PROMOTION OF TEACHERS UNDER CAREER ADVANCEMENT SCHEME (CAS) IN UNIVERSITY DEPARTMENTS AND COLLEGES, AND WEIGHTAGES FOR EXPERT ASSESSMENT

Category	Activity	Assistant Professor / equivalent cadres: (Stage 1 to Stage 2)	Assistant Professor / equivalent cadres: (Stage 2 to Stage 3)	Assistant Professor (Stage 3) to Assoc. Professor / equivalent cadres (Stage 4)	Associate Professor (Stage 4) To Professor /equivalent cadres (Stage 5)	Professor (Stage 5) to Professor (Stage 6)
I	Teaching-learning, Evaluation Related Activities	80/Year	80/year	75/year	70/year	70/year
II	Professional Development and Extension activities - Minimum score required to be assessed cumulatively	50 / Assessment period	50 / Assessment period	50 / Assessment period	50 / Assessment period	100 / Assessment period
III	Research and Academic Contributions- Minimum Score required - to be assessed cumulatively	20 / Assessment period	50 / Assessment period	75 / Assessment period	100 / Assessment period	400 / Assessment period
II + III	Minimum total API	90 /	120 /	150 /	180 /	600 /

	score under Categories II and III*	Assessment period	Assessment period	Assessment period	Assessment period	Assessment period
IV	Expert Assessment System	Screening cum evaluation committee	Screening cum evaluation committee	Selection Committee	Selection Committee	Expert Committee
V	Percentage Distribution of Weightage Points in the Expert Assessment (Total weightage = 100. Minimum required for promotion is 50)	No separate points. Screening committee to verify API scores	No separate points. Screening Committee to verify API scores	30% - Research Contribution 50% - Assessment of domain knowledge & teaching practices. 20% - Interview performance	50% - Research Contribution. 30% - Assessment of domain knowledge & teaching practices. 20% - Interview performance	50% - Research Contribution. 50% - Performance evaluation and other credential by referral procedure

*** Teachers may score the balance of points from either Category II or Category III to achieve the minimum score required under Category II + III.**